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Security Information

6 November 1952

MEMORANDUM FOR: Training Liaison Officers

SUBJECT: Civil Service Commission Course for Administrative Officers.

The United States Civil Service Commission has announced a second "Career Development Program for Administrative Officers." This is a full-time program beginning 2 February 1953 and ending 26 June 1953. It is designed to broaden the experience and competence of outstanding career employees in general administration. Participation is open to Federal employees, GS-9-12, inclusive, who have shown initiative, integrity, good health, leadership ability and other qualities for higher-level positions. Selection is on a competitive basis, including a written examination and personal interview. Nominations are made by the individual's agency and must be submitted to the Civil Service Commission by 15 December 1952.

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The Office of Training ( ) 1301 I Building, extension ( ) will be glad to provide further details. If there is Agency interest in this, OTR will endeavor to make arrangements for accommodation of Agency employees. Will you kindly inform OTR by 14 November 1952 of any qualified, interested persons whom your office desires to have entered for this course. Final applications, approved by office head, certified by I & S/O, and in proper form according to CIA ( ) must be in the Office of Training before the close of business, 23 November 1952.

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MATTHEW BAIRD  
Director of Training

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